

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA.**

February 22, 2007

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**STATE PERSONNEL MANUAL  
TRANSMITTAL SHEET  
NO. 429**

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Amendment of Rules 8.16(a) and 8.18**

**Issue Date: February 22, 2007**

At its meeting on February 7, 2007 the State Civil Service Commission approved the proposed amendments to Rules 8.16(a) and 8.18. These amendments will be effective February 7, 2007. Explanation for the rule changes appear in General Circular 1683 issued on January 9, 2007.

If there are any questions regarding the subject matter in this transmittal sheet, please call the Staffing Division at (225)342-8536.

Please make the following changes in your Civil Service Rules:

<u>REMOVE</u>		<u>INSERT</u>	
<u>Page</u>	<u>T/S</u>	<u>Page</u>	<u>T/S</u>
20.48	374	20.48	429
20.48.1	370	20.48.1	429

Sincerely,

s/Anne S. Soileau  
Director

20.48 (Rule 8.15.1 Temporary Inter-Departmental Assignment - continued)

- (d) Either participating department may terminate the inter-departmental assignment of an employee at any time, with proper notification to the Director. The Director may terminate such assignment if he determines that it violates the provisions of Article X, the Civil Service Rules, the Uniform Classification and Pay Plans, or the policies and procedures issued by the Director.
- (e) Notwithstanding any other provision of these Rules, a temporary inter-departmental assignment may not be continued beyond one year without the Director's approval.

8.16 (a) Reassignment.

An appointing authority may reassign any probationary or permanent employee to a position with a different job title that has the same maximum rate of pay, \*\*\* provided the employee meets the qualification requirements of the job to which he is being assigned and has met Civil Service requirements for testing and competition.

(b) Change in Hours of Work.

An appointing authority may at his discretion and in the best interest of his department's program change the hours of work of any employee if no change in his class of position is affected.

(c) Change in Duty Station.

An appointing authority may change the duty station of a permanent employee from one geographical area to another. An appointing authority may change the duty station of a provisional or probationary employee from one geographical area to another in accordance with guidelines specified by the Director to ensure observance of appropriate competition requirements.

(d) Detail to Special Duty.

1. When, in the discretion of the appointing authority, the services of an employee are temporarily needed in a position within the department other than the position to which he is regularly assigned, he may be detailed to perform the duties of such position for a period not to exceed one month without change in title, status or pay.
2. An appointing authority may detail an employee for a period not to exceed one year. With the Director's prior approval, an appointing authority may detail an employee for a period(s) that exceeds one year. Written justification for all details except those referenced in subsection (d)1 of this rule shall be kept by the agency. Justification shall be submitted with all details requiring the Director's approval. This rule is subject to Rules 17.16(b)4 and 17.26 concerning layoff-related details.

3. The Director may issue policy standards for use of details to special duty.
4. An appointing authority may terminate a detail at any time.
5. The Director may, at any time, cancel a detail to special duty and/or withdraw an agency's authority to make details to special duty other than those stated in subsection (d)1 of this rule.

8.17 Amended and re-enacted effective April 1, 1954 as parts of Rules 6.22 and 8.16.

8.18 Noncompetitive Reemployment Based on Prior State Service.

- (a) Subject to the provisions of Subsections (d), (e) and (f) hereof and with the approval of the Director, a former permanent employee who has been separated from the classified service may, within ten years from separation, be noncompetitively reemployed in any job for which he is qualified and which has the same or lower maximum salary as the current maximum for the job in which he had permanent status. Further, if the job in which an employee or former employee held permanent status undergoes a change in title, other than an upward reallocation of the position after the employee separated from it, or undergoes a change in minimum qualification requirements, he shall not lose his reemployment eligibility for such position or lower position in the same job series, if such exists, except where the qualification lacking is one required by law or under a recognized accreditation program. In this case eligibility remains, even if the maximum pay has moved upward. Further, he shall be eligible to be reemployed in any other job at the same or lower current maximum pay as the job to which his position changed in title, provided he meets the minimum qualification requirements. \*\*\*
- (b) Repealed, effective March 15, 1966.
- (c) Repealed, effective February 10, 1976.
- (d) No former employee whose last separation from the classified service was by dismissal or by resignation to avoid dismissal shall be eligible for noncompetitive reemployment under the provisions of this Rule; nor shall any person acquire eligibility for noncompetitive reemployment through service in a position from which he was dismissed or resigned to avoid dismissal or demoted for delinquency, misconduct or unsatisfactory performance. When a former employee is hired from an open preferred reemployment list and is separated due to unsatisfactory work performance during the applicable probationary period, he shall retain his noncompetitive reemployment eligibility based on any position(s) he held with permanent status in accordance with the provisions of this Rule.